



**Colonial Heights
Public Schools
Employee Handbook
2019-2020**

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**Colonial Heights Public School Board
512 Boulevard
Colonial Heights, Virginia 23834
Phone: (804) 524-3400
Fax: (804) 526-4524**

www.colonialhts.net

SCHOOL BOARD MEMBERS

**Angela K. Woody
Chair**

**J. Chris Kollman, III
Vice-Chair**

**Krishan Agrawal
Board Member**

**J. Wayne Browder
Board Member**

**Sandra Coleman
Board Member**

**Emma Anderson
Student Representative**

**Stephanie Kern
Clerk of the Board
512 Boulevard
Colonial Heights, VA 23834
Office: 526-0811, ext. 10**

Colonial Heights Public Schools-School Administration Offices Staff

Dr. William D. Sroufe
Superintendent of Schools

Haidee Napier
Assistant Superintendent for Instructional Services

Troy E. Hedblom, CPA, CFE
Assistant Superintendent for Business Services

James “Jake” Reynolds
Director of Data and Assessment

Christy George
Director of Support Services

Tim Tillman
Director of Technology and Learning

Maria T. Yench
Director of Finance and Budget

Dr. Joseph A. Douglas
Instructional Specialist

Dr. Candy Llewellyn
Instructional Specialist/Reading Coach

Ellen Burnett
Instructional Specialist/Math Coach

Cayce Kump
Director of Human Resource

Stephanie Kern
Clerk of the Board

Melissa Lynch
Sr. Accounting & Budget Specialist

Rebecca Millirons
Payroll & Benefits Specialist

Melissa Kapinskis
Business Services Specialist/Accounts Payable

Wendy Reyes
Personnel Specialist

**School Buildings, Principals, and
Directors/Coordinators**

Lakeview Elementary School

401 Taswell Avenue
Colonial Heights, VA 23834
Patrick Neuman, Principal
Francine White, Assistant Principal
Tracie Jones, Secretary
Gr K-5 (804) 524-3435

North Elementary School

3201 Dale Avenue
Colonial Heights, VA 23834
Travis Ridley, Principal
Francine White, Assistant Principal
Kristi Dixon, Secretary
Gr K-5 (804) 524-3430

Tussing Elementary School

5501 Conduit Road
Colonial Heights, VA 23834
Remus James, Principal
Tanya Elliott, Assistant Principal
Allison Krupp, Secretary
Gr K-5 (804) 524-3440

Office of Support Services

3451 Conduit Road
Colonial Heights, VA 23834
Christy George, Director
Janet Martin, Secretary
(804) 524-3445

Food Service Office

3451 Conduit Road
Colonial Heights, VA 23834
Aaron Robertson, Director
Tiffany Brooks, Administrator
(804) 524-3453

Colonial Heights Middle School

500 Conduit Road
Colonial Heights, VA 23834
D. Burke George, Principal
Amanda Pelter, Assistant Principal
Lora Brewer, Secretary
Gr 6-8 (804) 524-3420

Colonial Heights High School

3600 Conduit Road
Colonial Heights, VA 23834
Kristin Janssen, Principal
James Burnett, Assistant Principal
Clestelle Green, Secretary
Grade 9-12 (804) 524-3405

Colonial Heights High School

Technical Center
3451 Conduit Road
Colonial Heights, VA 23834
John Thomas, Jr., Assistant Principal
Debby Williams, Secretary
(804) 524-3405

Maintenance Department

2600 Woodlawn Ave.
Colonial Heights, VA 23834
Kenneth Harrell, Director
Missy Bushman, Secretary
(804) 524-3448

Transportation

3451 Conduit Road
Colonial Heights, VA 23834
Damon Talley, Director
Kathy Alexander, Secretary
(804) 704-7648

School Calendar 2019-2020

JULY 2019

3-4 Independence Day Holiday

AUGUST 2019

12-23 1 Flex Day – 10 month personnel (8AM-3PM)
19-23 New Teacher Orientation (8AM-3PM)
26-30 Professional Development (8AM-3PM)
29 Open House – Elementary Gr. 1-5 (3PM-6PM)
29 6th Grade Orientation (1PM-3PM)
29 Open House – Middle School Gr. 7-8 (3PM-6PM)
29 9th Grade Orientation (10AM)
29 Open House – High School Gr. 10-12 (3PM-6PM)
30 Kindergarten Orientation (10AM)

SEPTEMBER 2019

2 Labor Day Holiday
3 First Day of School

OCTOBER 2019

3 Interim Report Day (HS, MS, ES)
7 Parent Teacher Conferences – High School (4-7 PM)
10 Parent Teacher Conferences – Middle School (4-7 PM)

NOVEMBER 2019

1 End of First Nine Weeks
5 Student Holiday/Professional Development Day
11 Report Card Distribution Day
14 Parent Teacher Conferences—Elementary Schools (4-7PM)
27-29 Thanksgiving Holiday

DECEMBER 2019

5 Interim Report Day (HS, MS, ES)
20 Half Day Students/Staff Holiday
23-31 Winter Holiday

JANUARY 2020

1-3 Winter Holiday
6 School Reopens
20 Martin Luther King Day Holiday
22-24 Secondary Exams
24 End of Second Nine Weeks
24 Half Day Student Holiday/Professional Development Day
27 Student Holiday/Teacher Work Day

School Calendar 2019-2020

FEBRUARY 2020

- 3 Report Card Distribution Day
- 17 Presidents Day Holiday
- 27 Interim Report Day (HS, MS, ES)

MARCH 2020

- 2 Parent Teacher Conferences – High School (4-7 PM)
- 5 Parent Teacher Conferences –Middle School (4-7 PM)
- 12 Parent Teacher Conferences – Elementary Schools (4-7PM)

APRIL 2020

- 3 End of Third Nine Weeks
- 6-10 Spring Break
- 20 Report Card Distribution Day

MAY 2020

- 7 Interim Report Day (HS, MS, ES)
- 25 Memorial Day Holiday

JUNE 2020

- 9-11 Secondary Exams
- 11 Last Day of School – Half Day Students
- 11 End of Fourth Nine Weeks
- 11 Graduation
- 12 Teacher Work Day

This calendar exceeds the required 990 instructional hours required by Law 22.1-98. Unless an extreme amount of time is missed due to school closing, time missed will not be rescheduled. The last day of school (June 11) will be a half day for all students. Graduation is June 11.

Questions, contact

Please call or schedule an appointment if you have questions!!

Cayce Kump/Director of Human Resources

(Cayce_Kump@colonialhts.net) 524-3400, Ext 18

❖ Licensure and Renewal	❖ Coursework for Licensure	❖ Adding Endorsements	❖ Contract Issues and Questions
❖ General Personnel Information/Questions		❖ Scheduling to Review Employee Files	

Wendy Reyes/Personnel Specialist

(Wendy_Reyes@colonialhts.net) 524-3400, Ext 22

❖ Leave (Sick, Personal Business, Annual)	❖ Family Medical Leave (FMLA)	❖ Volunteers	
❖ Sick Leave Bank/Hybrid Disability Program	❖ Worker's Compensation	❖ Frontline (formerly AESOP)	

Rebecca "Becky" Millirons/Payroll and Benefits Specialist

(Rebecca_Millirons@colonialhts.net) 524-3400, Ext 16

❖ Payroll Information/Questions	❖ Health Insurance	❖ Virginia Retirement System
❖ Tax Sheltered Annuities (TSA), 403 B	❖ Direct Deposit and Changing Tax Withholding	

Melissa Kapinskis/Business Services Specialist

(Melissa_Kapinskis@colonialhts.net) 524-3400, Ext 15

❖ Reimbursement for Travel or Supplies	❖ Credit Card Usage for School Division	❖ Invoices, Billing
❖ Vendor Questions	❖ Purchase Order Questions or Change Orders	

Doris Swearingen/Secretary

(Doris_Swearingen@colonialhts.net) 524-3400, Ext 11

❖ Professional Development (courses and conferences)	❖ Field Trip Requests
❖ Tuition Assistance Requests	

Must be submitted 30 days in advance

GENERAL INFORMATION

EMPLOYEE HANDBOOK

The administration will update, publish, and make available to all employees a personnel handbook annually. The explanations contained in this booklet are intended to provide information relating to the school system, including benefits. Most information provided is in summary form only. The policies set forth in this employee handbook are merely guidelines for the employee and are provided for informational purposes only. The employer is in no way bound, contractually or otherwise, to the rules, policies and procedures contained herein and reserve the right to deviate from these guidelines without notice. This employee handbook in whole or in part does not create a written employment contract and does not modify the at-will nature of your employment or guarantee continued employment.

POLICY CHANGES

The Policy manual of Colonial Heights Public Schools is accessible by the website at: www.colonialhts.net or by calling the School Administration Offices at (804) 524-3400. The Policy Manual is maintained at the School Administration Office by the Clerk of the Board.

SCHOOL POLICIES

CHILD ABUSE AND NEGLECT REPORTING

Every employee of Colonial Heights School Board who has reason to suspect that a child is abused or neglected or abandoned, shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Any person required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose.

(See School Board policies [GAE/JHG](#))

COMMUNICABLE DISEASE

The School Board, in compliance with state law, shall exclude from school attendance and school related functions or work in the school setting any person with an infectious or communicable disease.

(See School Board policies [JHCC](#), [JHCCA](#) and [JHCCA-R](#))

CONFLICT OF INTEREST

The State and Local Government Conflict of Interests Act (the Act), applies to public school employees and officials. The Act creates uniform standards of conduct for all public employees and officials. The Act also defines and prohibits inappropriate conflicts of interest and requires disclosure of economic interests in

some circumstances. The Act prohibits school employees from having a “personal interest,” as that term is defined by the Act, in certain contracts and transactions that involve the division and from engaging in other specified conduct related to the schools. The prohibited personal interest also may be that of the school employee’s immediate family (a spouse or any other person who resides in the same household as the employee and who is a dependent of the employee).

Under the Act, an employee may be considered to have a prohibited conflict arising from:

- a personal interest in a contract;
- a personal interest in a transaction;
- business opportunities tied to official acts;
- misuse of confidential information; or
- receipt or solicitation of certain gifts.

Examples of prohibited conduct include:

- soliciting or accepting money or other thing of value for services performed within the scope of the employee’s official duties, other than his or her regular compensation, expenses or other remuneration
- offering or accepting money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion of any person in the school division
- Offering or accepting any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division
- Using for his or her own economic benefit, or anyone else's, confidential information gained by reason of his or her office, and which is not available to the public
- Accepting any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him or her in the performance of his or her official duties
- Accepting any business or professional opportunity when he or she knows that there is a reasonable likelihood that the opportunity is being afforded him or her to influence his or her conduct in the performance of official duties
- Accepting a gift from a person who has interests that may be substantially affected by the performance of the School Board member’s or employee’s official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the Board member’s or employee’s impartiality in the matter affecting the donor
- Accepting gifts from sources on a basis so frequent as to raise an appearance of the use of his or her public office or employment for private gain;
- Using his or her public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law, provided, however that this prohibition shall not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action, in accordance with applicable law.

(School Board policies [BBFA](#), [GAH](#) & [State & Local Government Conflict of Interests Act](#))

DRUG-FREE WORKPLACE

The Colonial Heights Public School Board is committed to maintaining a Drug-Free Workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employee on school property, at any school activity, or on any school-sponsored trip is prohibited. A controlled substance means any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in the “Drug Control Act” in the Code of Virginia. Also prohibited is the illegal use of alcohol, narcotics, hallucinogens, depressants, stimulants and marijuana.

It is a condition of employment that each employee will not engage in such prohibited conduct and will notify the Colonial Heights School Board of any criminal drug or alcohol conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than five (5) days after such conviction. The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision. If discipline imposed is other than termination, the employee shall also satisfactorily participate in a drug abuse assistance or rehabilitation program.

(See School Board Policies [GBEA](#) and [GBEA-R](#)-see appendix for full policy)

EQUAL OPPORTUNITY EMPLOYER

The Colonial Heights School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation. The School Board has designated Director of Human Resources, 512 Boulevard, Colonial Heights, Virginia 23834, (804)524-3400, extension 18 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment can also be made to the Alternate Compliance Officer, Assistant Superintendent of Business Services, 512 Boulevard, Colonial Heights, Virginia 23834, (804)524-3400, extension 20.

(See School Board Policy [GB](#))

FIREARMS AND DANGEROUS WEAPONS

The Colonial Heights School Board is committed to maintaining a safe and secure working and learning environment. Staff is prohibited from possessing or using any firearm or weapon in any school building, on school property, in any school vehicle or at any school-sponsored activity without the authorization of the Superintendent or his designee.

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found in violation of this provision. All illegal conduct shall be reported in accordance with state law.

(See School Board Policies [GBEB](#) and [JFCD](#))

FRAUD POLICY

Management is responsible for the detection and prevention of fraud, misappropriations and other fiscal irregularities. The use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the organization's resources or assets is prohibited.

Fraud Definition:

A knowing misrepresentation of the truth or concealment of a material fact to induce another to act to his or her detriment.

Staff creating, submitting or causing to be submitted expenditure reimbursements, mileage reimbursements, time sheets, requisitions or other records must ensure that the record, expenditure or

reimbursement request is accurate, supported by appropriate documentation and is for approved school division business. The use of a Division credit card is solely for School Division expenses and must be supported by timely and appropriate receipts and approval signatures. No personal expenditures can be charged to the Division's account. The Division credit cards are conspicuously labeled and marked to prevent unintentional personal use. The terms misappropriation and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act;
- Misappropriation of funds, supplies, or other assets;
- Impropriety in the handling or reporting of money;
- Misuse of Division credit cards;
- Disclosing confidential and proprietary information to outside parties;
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Division;
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Director of Finance & Budget, who coordinates all investigations, both internal and external. Violations of this policy may lead to disciplinary action including termination and criminal prosecution.

GRIEVANCE PROCEDURE

The Colonial Heights School Board honors the procedures for adjusting grievances as prescribed by the Board of Education of the Commonwealth of Virginia and amended by that body from time to time. Grievances should be initiated within 15 business days following either the event giving rise to the grievance, or within 15 business days following the time when the employee knew or reasonably should have known of its occurrence. Grievances must be initiated in writing and describe the event or action complained of, the date of the event or action, a concise description of the basis for the claim and the relief requested on the form provided by the School Board. The term grievance does not include a dispute relating to the establishment and revision of wages or salaries, position classifications or general benefits; suspension; the establishment or contents of personnel policies, procedures, rules and regulations; failure to promote; or discharge, layoff, or suspension from duties because of decrease in enrollment, decrease in enrollment in a particular subject, abolition of a particular subject, budget cuts or insufficient funding; hiring, transfer, assignment, and retention of employees within the school division; suspension from duties; or the methods, means, and personnel by which the school division's operations are to be carried on.

(See School Board Policies [GBM](#), [GBM-BOE](#), and [GBMA](#))

HARASSMENT

The Colonial Heights School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity.

The School Division shall promptly investigate all complaints of harassment, written or verbal, promptly take appropriate action to stop any harassment and take appropriate action against any student or school

personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

The School Board has designated Director of Human Resources, 512 Boulevard, Colonial Heights, Virginia 23834, (804)524-3400, extension 18 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment can also be made to the Alternate Compliance Officer, Assistant Superintendent of Business Services, 512 Boulevard, Colonial Heights, Virginia 23834, (804)524-3400, extension 20.

(See School Board Policies [GBA/JFHA](#) and [GBA/JFHA-R](#))

HIPAA PRIVACY INFORMATION

Colonial Heights School may have access to certain limited medical information related to your employment and to absences for medical reasons. In addition, we receive medical claims information from our health insurance provider that is NOT identifiable by employee. The Department of Health and Human Services has established a “Privacy Rule” to help insure that personal health information is protected for privacy. We are required by law to maintain the privacy of your personal health information. We will secure and protect your personal health information in accordance with HIPAA guidelines.

IDENTITY THEFT IN THE WORKPLACE

The Colonial Heights Schools has an anti-theft program in the workplace to protect personal information. “Identity theft” occurs when one individual misappropriates another’s identifying information and uses that information for criminal or fraudulent purposes. The majority of identity theft cases involve some type of financial crime. There are also more subtle forms of identity theft, such as using another person’s driver’s license, social security or employee identification number to pass background checks, get health insurance, gain security clearance or employment authorization, etc.

The Federal Trade Commission has published a guide for “Protecting Personal Information, A Guide for Business.” It basically addresses five key principles:

	Take Stock. Know what personal information you have in your files and on your computers. Evaluate the necessity of maintaining the data in your files.
	Scale Down. If you don’t need the information, don’t collect the information. Keep only what you need for the file, try to avoid duplications.
	Lock It. Protect the information that you keep. Follow the guidelines as established in the Computer Usage Agreement in regards to password protection and data security. Keep all confidential information out of the sight and locked.
	Pitch It. Properly dispose of what you no longer need. Get in the practice of shredding documents, not disposing of them in wastebaskets. Each location maintains a locked shred bin.
	Plan Ahead. Create a plan to respond to security incidents. Notify your supervisor immediately if personal information is compromised.

Above all else in the general workplace, social security numbers cause the most problems and must be protected. When reviewing, filing, sorting, and copying documents, please make sure they are kept private and out of view to the general public. A good rule of thumb is to treat this sensitive material as if it were cash -- you would not leave it sitting out.

Student email addresses should not be given to any outside vendors, non-CHPS staff, other entities, etc., without permission of the Student Data Privacy Officer, Mrs. Julie Bowles. Any student data must be evaluated to determine if the data is protected by the Family Educational Rights and Privacy Act (FERPA).

NONDISCRIMINATION

The Board is committed to non-discrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

The Board will designate an individual(s) to act as the division's compliance officer under the provisions of Title IX and Section 504 of the Rehabilitation Act. The School Board has designated the Director of Human Resources, 512 Boulevard, Colonial Heights, Virginia 23834, (804) 524-3400, extension 18 as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of discrimination can also be made to the Alternate Compliance Officer, the Assistant Superintendent of Business Services, 512 Boulevard, Colonial Heights, Virginia 23834, (804) 524-3400, extension 20.

(See School Board Policy [AC](#) and [GB](#))

PROFESSIONAL ETHICS AND CONDUCT

School personnel will carry out their duties in a manner that demonstrates confidence from parent, student, peer, and community stakeholders. Colonial Heights School personnel should be knowledgeable of their job functions, cognizant of their responsibilities, and appropriate with students, parents, and co-workers at all times. In the end, school personnel serve as role models for students in the School Division.

An effective educational program requires that all school employees will conduct themselves in a professional and ethical manner so as to promote the best interests of Colonial Heights Schools. These standards include, but are not limited to the following:

- A. The preservation of fair and courteous professional relationships with students, parents, staff members, and others
- B. The sustainment of professional efficiency and knowledge growth, including licensure requirements and credentials
- C. The transaction of all official business with the properly designated authorities of the school system
- D. The appearance of professional dress and grooming
- E. The performance of all assigned responsibilities with an emphasis in submitting required reports and completing projects within a specified timeframe
- F. The expectation of professionalism regarding regular attendance/promptness to work
- G. The protection and proper use of all school properties, equipment, and materials
- H. The continuation of a collegial partnership between the community and the school system
- I. The awareness of student welfare as the primary concern of the school system and an affirmation that students are supervised at all times
- J. The assurance of testing fidelity by not knowingly engaging in any conduct or speech breaches
- K. The declaration of all or partial testing instructions or procedures will be followed at all times

- L. The guarantee that any test monitor will refrain from providing assistance to students who lack qualifying documentation
- M. The suppression of utilizing school contacts and privileges to promote partisan politics, or self-propaganda, including using undue pressure on school officials for appointment or promotion
- N. The restraint to direct concerns and criticisms of peers, departments, and schools to an appropriate administrator, rather than outside sources
- O. The protection of the constitutional and/or civil rights of each student, parent/legal guardian, or colleague
- P. The expectation of professional relationships with students at all times, both inside and outside of school (This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, personal data assistant, or other telecommunication device, including text messaging, instant messaging and social networking)
- Q. The preservation of personally identifiable information regarding students or their families that has been obtained in the course of professional service; unless, disclosure is required or permitted by law, or is necessary for the personal safety of the student or others

(See School Board Policy [GBCB](#))

SEXUAL HARASSMENT

It is the policy of the Colonial Heights School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include the use of cell phones or the internet, of a sexual nature, when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education, (2) submission to or rejection of such conduct or communication is used as a factor in decisions affecting that individuals employment or education, or (3) such conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment.

Any employee who believes that he/she has been subjected to sexual harassment should file a written complaint of the alleged act immediately with his/her immediate supervisor/principal or to the Title IX compliance officer. If the complaint is against the supervisor/principal or the Title IX compliance officer, the complaint shall be filed with the Superintendent. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any administrator, teacher or employee who is found, after appropriate investigation, to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense, from a warning up to discharge. Any act of retaliation against individuals filing a sexual harassment

complaint or testifying, assisting or participating in the handling of a complaint is prohibited. Retaliators will be subject to discipline up to discharge.

The School Board has designated the Director of Human Resources, 512 Boulevard, Colonial Heights, Virginia 23834, (804) 524-3400, extension 18 as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment can also be made to the Alternate Compliance Officer, the Assistant Superintendent of Business Services, 512 Boulevard, Colonial Heights, Virginia 23834, (804) 524-3400, extension 20.

(See School Board Policies [GBA/JFHA](#) and [GBA/JFHA-R](#))

SOCIAL MEDIA GUIDELINES

As with in-person communications, employees' conduct on social media and social networking websites, such as Facebook, MySpace, Twitter, YouTube, Instagram, and other similar forums, must comply with all School Board policies, regulations, and procedures. While the School Board does not prohibit employees' personal use of social media, employees may not use social media for official school business or on School Board-owned equipment; unless, its use is work-related, authorized by a supervisor, and consistent with the Acceptable Computer System Use Policy and Regulation (GAB/IIBEA and GAB/IIBEA-R) and any other relevant Colonial Heights School Board policy, regulation, and procedure.

Personal communications with students over social media is discouraged and considered outside of official school business. School-related communications on social media between Colonial Heights School Board employees and students must be transparent, accessible to parents, and professional in content and tone. As with in-person communications, school board employees must avoid appearances of impropriety and refrain from inappropriate electronic communications with students. Relevant factors in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing and frequency of the communication
- Whether there is an attempt to conceal the communication from supervisors and/or parents
Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship
- Whether the communication is sexually explicit
- Whether the communication involves promoting illegal activity, including the use of controlled substances

Because School Board employees have the unique responsibility within the community to serve as role models for students, employees should consider the following guidelines when using social media for personal use:

- Integrity and professionalism are the most important traits: avoid writing or posting anything that would compromise one's ability to do his or her job.
- Assume that professional life and personal life will merge online regardless of the care in separating them.
- Set the security so that only "friends" can view the profile and information, and be careful about those added as a "friend." Even if privacy tools are used, assume that everything written, exchanged, or received on a social media site is public.
- Do not accept a student as a "friend" on social media; unless, the account is specifically related to the curriculum or school-sanctioned activities.
- Do not post personally identifiable information about students.
- Be cautious and selective about the social networking groups joined to be sure that public association is appropriate.

- When something is posted online, that information often becomes part of the public domain and may be accessible even after removal. Accordingly, if in doubt about the appropriateness of postings, ask whether the postings reflect positively on professional reputations & the division.

Moreover, content that negatively reflects professional reputations should be avoided. Examples of inappropriate content includes, but is not limited to posting photos, videos, information, and/or comments that:

- Display defamatory, pornographic, proprietary, harassing, libelous, or work hostility
- Condone drug-related activities, including but not limited to images promoting use of marijuana and drug paraphernalia
- Exhibit inappropriate or offensive language, including threats of violence and derogatory or discriminatory comments
- Depict or encourage unacceptable, violent, or illegal activities such as bullying, assault, harassment, discrimination, fighting, vandalism, academic dishonesty, etc.

All school employees shall be held responsible for familiarizing themselves with Colonial Heights School Board policies, state law, federal law and program guidelines. Higher standards in Colonial Heights School Board policies supersede minimum standards in the law or other regulations.

(See School Board Policies [GBCB](#))

TOBACCO FREE WORKPLACE

The possession, use or distribution of any tobacco product or nicotine vapor by staff, students, and visitors is prohibited on a school bus, on school property or at an on-site or off-site school-sponsored activity.

Tobacco product means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. Nicotine vapor product means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means that can be used to produce vapor from nicotine in a solution or other form.

(See School Board Policies [GBEC/JFCH](#) and [JFCH](#))

CONDITIONS OF EMPLOYMENT

CHILD PROTECTIVE SERVICES

Each new employee will have a background check done by the Virginia Department of Social Services through the Child Protective Services division. The School Board will pay the required fee. The report cannot be disseminated to any other agency.

FINGERPRINTING

By law, a Federal Bureau of Investigation (FBI) criminal history record check/ fingerprinting is a condition of employment for employees hired as of July 1, 2000. Failure to meet this requirement will result in dismissal. The School Board will pay the required fee. Fingerprints are kept on file permanently. The report cannot be disseminated to any other agency.

Two reports for fingerprinting are received; one from the Virginia State Police and the other from the Federal Bureau of Investigation (FBI).

PERSONNEL RECRUITMENT AND RETENTION

VACANCIES

Information on job openings within the Colonial Heights Public Schools can be obtained by reviewing our website at: www.colonialhts.net or the website at: www.teachers-teachers.com. Positions are posted within the school system.

INSTRUCTIONAL AND ADMINISTRATIVE STAFF EMPLOYMENT

Upon recommendation of the superintendent, the Board will approve the employment of all instructional and administrative personnel. Contracts will be issued in compliance with state laws and regulations and will be binding and can be broken only by mutual consent.

The State Board of Education or the Colonial Heights School Board shall, by regulation, prescribe the requirements for certification of teachers and other school personnel. No teacher shall be regularly employed by a School Board or paid from public funds unless such teacher holds a license or provisional license issued by the State Board of Education. Requirements for classroom teachers, special educators, vocational educators, guidance counselors, reading specialists, school psychologists, visiting teachers/social workers, etc., are stated in the Licensure Regulations for School Personnel (8 VAC 20-22-10 et seq.).

It is the responsibility of the teacher to keep his/her license in force. All licenses except the Provisional License are renewable. Renewal is based on the completion of 180 professional development points every five years. All new professional staff members are required to meet the State Technology Standards for Instructional Personnel (8 VAC 20-25-30) by April 15 of the current school year.

Effective July 1, 2018 the Virginia Department of Education, in response to House Bill 1125 and Senate Bill 349 of the 2018 Virginia General Assembly is issuing 10-year renewable licenses. Teachers who have been issued a 10-year renewable license will be required to complete 360 professional development points for renewal. All statutory renewal requirements (such as Child Abuse and Neglect Recognition and Intervention) also are required.

Once a contract is signed for a school year, a release will not be granted until a suitable replacement can be found. After your contract is signed, you must obtain written permission to interview outside of the school division.

(See [VA Department of Education Licensure page](#))

ACCESS TO EMPLOYEE SOCIAL MEDIA ACCOUNTS

The Colonial Heights School Board does not require current or prospective employees to disclose the username or password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account. If the School Board or a School Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information but will not use the information to gain access to the employee's social media account. This policy does not prohibit the School Board and its agents from viewing information about a current or prospective

employee that is publicly available. This policy does not prohibit the School Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding by the Board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or a related proceeding.

(See School Board Policy [GAD](#))

COURSES FOR RENEWAL CREDIT

Courses taken for recertification by a teacher must be approved by the teacher's advisor, the building principal or site supervisor. This requirement is established to ensure that teachers enroll in classes in their academic teaching area or classes required to improve a deficient area.

LICENSURE RENEWAL

It is the employee's responsibility to maintain a valid license. Instructional and professional licenses for renewal are sent to the Virginia Department of Education via the Human Resources Department. It is the employee's responsibility to provide the necessary information and documentation to include the certificates for the statutory requirements for renewal. The School Board will pay for the licensure renewal fee for all current employees. Any license renewals received after May 31 will not be paid by the School Board. All requirements for license renewal **must** be completed and filed with the Virginia Department of Education prior to July 1 for the individual to be employable. Please reference the Licensure Renewal Manual published by the Department of Education. Click the link below for access to the Virginia Licensure Renewal Manual.

(See [VA Department of Education Licensure page](#))

SUPPORT PERSONNEL EMPLOYMENT

Support staff personnel are those employees who need not hold a license issued by state education authorities in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative, clerical, maintenance, transportation, food service, and paraprofessional positions.

Full-time support personnel receive a contract annually. If the Board or the employee wishes to terminate employment, two (2) weeks' notice must be given by either party.

POSITION RECLASSIFICATION

Whenever a position is reclassified, meaning changed from one level to another, the position will be advertised, unless the change in level is less. In such cases, the superintendent has the latitude to fill the position without advertising.

PROBATIONARY PERIOD FOR INSTRUCTIONAL PERSONNEL

Teachers who are beginning their teaching careers in Colonial Heights will serve a minimum of three years of probation before they are eligible to be recommended for a continuing contract. Teachers who have attained a continuing contract in another school division in the Commonwealth of Virginia need not serve another probationary period unless such probationary period, not to exceed two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia

public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed two years, if made part of the contract.

In order to achieve continuing contract status, every teacher must successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Colonial Heights School Board provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

(See School Board Policy [GCG](#))

EVALUATION PROCESS OF PROFESSIONAL & SUPPORT STAFF

Every employee of the Colonial Heights School Board will be evaluated on a regular basis at least as frequently as required by law.

The superintendent assures that cooperatively developed procedure for professional staff and support staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation are in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to successful achievement of goals & objectives of division's educational plan
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations shall include student academic progress as a significant component and an overall summative rating. Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for professional development.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

(See School Board Policy [GCN](#) and [GDN](#))

EVALUATION PROCESS OF CLASSIFIED PERSONNEL

The evaluation process for paraprofessionals, maintenance and custodial employees, bus drivers and food service employees is designed primarily to assist in the improvement of job performance and to assist classified employees to overcome identified weaknesses and to assist in the retention of employees who have demonstrated performance which is satisfactory or above. Each employee should be evaluated on an annual basis by the immediate supervisor.

(See School Board Policy [GDN-R2](#))

STAFF DEVELOPMENT

The Colonial Heights School Board provides a program of high-quality professional development in the use and documentation of performance standards and evaluation, as part of the license renewal process, in educational technology, for proficiency increase in instructional leadership and management and to educate School Board employees about bullying and the need to create a bully-free environment.

In addition, the board provides teachers and principals with high-quality professional development programs in instructional content, the preparation of tests and other assessment measures, methods for assessing the progress of individual students, instruction and remediation techniques, interpreting test data for instructional purposes, technology applications to implement the Standards of Learning, and effective classroom management

All instructional personnel are required to participate each year in professional development programs. The board will annually review its professional development program for quality, effectiveness, participation by instructional personnel, and relevancy to the instructional needs of teachers and the academic achievement needs of the students in the school division.

(See School Board Policy [GCL](#))

SUBSTITUTES

Substitutes for personnel must be authorized by the Personnel Office.

(See School Board Policy [GCE](#))

PERSONNEL SALARIES AND ASSIGNMENTS

SALARIES

It is the goal of the Colonial Heights School Board to establish and maintain an internally and externally equitable compensation system within budgetary and other constraints that allow Colonial Heights Public Schools to attract, motivate, and retain *highly qualified teachers* and above average employees at all levels of service.

Teachers employed by the Colonial Heights Public Schools will be placed on an appropriate pay scale and step with consideration given to full time contractual experience in an accredited public or private school for related experience and internal alignment of existing school division personnel. Any placement of a teacher above Step (10) of the salary scale must be approved in advance by the Superintendent. Personnel other than teachers may be placed on the mid-range of the respective salary scales based upon related full-time experience. The Superintendent has the authority to grant additional credit for experience to acquire the most qualified and best suited candidate for all positions with approval and ratification by the

Board. Once hired and placed on a salary scale, full-time employees will progress one step for each year of full-time experience unless steps are not authorized by the School Board for a particular school year.

The School Board will pay an additional salary supplement (amount to be set annually) to professional instructional and administrative staff who have earned 20 semester hours of graduate credit toward a master's degree, advanced graduate certificate, or doctoral degree. These 20 semester hours must be in a degree program. Official transcripts along with Form GCBA-E verifying completion of coursework should be completed and returned to the Human Resource Department by August 31 for 10-month employees, July 31 for 11-month employees, and June 30 for 12-month employees.

(See School Board Policy [GCBA-R1](#))

SALARY SCHEDULE AND INCREMENTS

The Colonial Heights School Board shall set annually before the issuance of contracts, a salary schedule for all personnel with annual increments based on training, experience, and certificate held. Personnel who are employed for 75% or more contractual days in any school session shall receive credit for a full year's service at the beginning of the next regular session. All contracted employees will receive compensation in equal installments.

STAFF ASSIGNMENTS AND TRANSFERS

1. Upon recommendation of the superintendent, the Colonial Heights School Board shall place all employees within the various schools and facilities located in the school division. The superintendent shall have the authority to assign such employees to their respective positions with the school or facility wherein they have been placed by the School Board.
2. The superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. No one will be employed in or reassigned to a situation where a family member is directly responsible for that employee's supervision.
3. Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer, or dismissal of all personnel assigned to his/her supervision.
4. Instructional staff seeking a transfer of assignment to another location must make a request in writing to the superintendent or his/her designee, with copies to the current supervisor not later than April 1 of that calendar year. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.
5. Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations. Support staff personnel may request a transfer for a position within their area of competence and for which they are qualified. Support staff personnel may be transferred to positions for which their qualifications best meet the needs of the school division.

(See School Board Policies [GCI](#) bullets 1-4 and [GCI-R](#))

(See School Board Policy [GDI](#) for bullet 5)

OVERTIME

For budgetary reasons, the Colonial Heights School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work over their contracted hours without the express

approval of the employee's supervisor. Principals and supervisors monitor employees work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than contracted hours. In lieu of overtime compensation, employees may receive compensatory time off at a rate of one hour for each hour of overtime worked over and above their normal workweek and one and one half (1.5) hours for each hour of overtime worked over 40 hours in a workweek.

(See School Board Policies [GAA](#), [GCBD-R5](#), [GCBD-R5-E1](#) and [GCBD-R5-E2](#))

ABSENTEEISM AND TARDINESS

The division expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illness and injuries may occur, the division has established sick leave. An employee who needs to be absent for medical reasons should notify his or her principal, department administrator, or other designated supervisor as soon in advance as possible so that arrangements can be made to cover his/her position.

It is important that all employees report to work on time. Excessive tardiness has a detrimental impact on the accomplishment of the division's goals and objectives. Accordingly, principals, department administrators, and other supervisors are requested to closely monitor prompt reporting to work. Absenteeism or tardiness that is unexcused or excessive in the judgment of Colonial Heights Public Schools is grounds for disciplinary action, up to and including dismissal.

(See School Board Regulation [GCBD-R4](#))

How Employees Who Work Less Than 12 Months Are To Be Paid

The annual contract with "professional personnel" notifies the employee that Colonial Heights school division requires him or her to be paid over 12 months regardless of the fact that he or she will actually work over a shorter time period.

(See School Board Regulation [GBC](#), [GBC-E2](#))

PERSONNEL FRINGE BENEFITS

DISABILITY PROGRAM FOR VRS HYBRID EMPLOYEES

Employees under the Hybrid Retirement Plan are enrolled in the VACORP Disability Program. The disability program provides some income protection if a hybrid employee cannot work because of physical disease, mental disorder, injury or pregnancy. Benefits of the plan include short-term and long-term disability coverage for total and partial disabilities, transitional rehabilitation plans, and advocacy services to assist in applying for Social Security Disability Insurance For more information on the Disability program, please refer to the [VACORP Hybrid Disability Handbook](#).

DUTY-FREE LUNCH PERIODS

Principals in each school will make every reasonable effort to develop cooperatively with the teachers a plan to provide lunch periods without supervisory duties.

EMPLOYEE RECOGNITION-TEACHER OF THE YEAR

Each school nominates a teacher to represent their school as the Teacher of the Year. The nominations are then submitted to a committee, which selects the Colonial Heights Teacher of the Year. This nominee is then submitted to the state level to hopefully be the Virginia Teacher of the Year.

GROUP LIFE INSURANCE

The Board of Trustees of the Virginia Retirement System, under a contract with a private insurance company, provides a contribution plan of group life and accidental death and dismemberment insurance to all full time employees. As a fringe benefit, the insurance premium is paid by the Colonial Heights School Board.

HEALTH INSURANCE

At the present time Anthem is the provider for all eligible employees as a fringe benefit by the Colonial Heights School Board. Further information is available through the Payroll Office. All forms must be completed and sent to the School Administration Offices by the specified date as set forth upon employment. When an individual leaves the Colonial Heights School System they may keep this coverage as defined under COBRA. The premiums must be submitted to the Payroll Office at the School Administration Offices.

Anthem defines an ineligible employee as one who has not returned to a work schedule that meets the division's or Anthem's minimum hourly requirements, whichever is higher, after six months due to illness or injury, or for 12 weeks due to leave of absence or temporary layoff. These rules apply even if the employee is covered by long-term disability coverage or workers' compensation coverage. These rules apply even if the employee has compensatory time. An employee who falls under these scenarios, must COBRA health insurance coverage.

Upon retirement, any employee under the Colonial Heights Schools' Health Insurance Plan can remain part of the Group Health Insurance Plan until Medicare eligible as long as they pay the premiums as established for all employees with health insurance coverage. For retirees with at least fifteen years of VRS Credit, the School Board will pay \$4.50 per year of earned VRS service up to a maximum of \$135.00. To be eligible for this credit, the retiree must have been employed with the Colonial Heights Public Schools for at least 5 years immediately preceding retirement. The retiree must be enrolled in one of the plans offered by the School Board. The credit is not available for any other plan.

HEALTH INSURANCE COVERAGE-EXTENDED LEAVE

If the employee is out on paid time off benefits, the board will continue to pay its approved share of the premium. An employee on such approved leave can remain on the division group health plan for six months but will be responsible for paying the entire cost of the health insurance premium after exhausting paid time off benefits. Additionally, once extended leave has exceeded six months the employee will be sent COBRA notification and will be responsible for paying the entire share of the health insurance premium after accrued leave is exhausted.

HOLIDAYS

All full-time employees of the Colonial Heights School Board are granted holidays in accordance with the adopted school calendar. *(Please refer to school calendar on Page 4.)*

RETIREMENT

The Colonial Heights School Board is a member of the Virginia Retirement System (VRS) inclusive of all full-time employees. Employee retirement benefits shall be governed by the rules and regulations established by the Virginia Retirement System. All employees participate in Social Security retirement benefits.

(Virginia Retirement System)

TRAVEL PAY

Employees required to use their personal car for approved school travel will be reimbursed for the actual number of miles traveled at the rate of 40.5 cents per mile. Travel between residence and established work location is excluded.

VOLUNTARY DEDUCTIONS

There are several voluntary deduction programs, including cancer insurance premiums, annuities, health insurance premiums, membership dues (CHEA, NEA, etc.), life insurance premiums, short-term disability insurance, and various other, that have been adopted by the Colonial Heights School Board. Payroll deductions for these programs may be made provided individuals participating do so voluntarily and submit individually signed authorizations for such deductions. Contact the Payroll Specialist for further information.

WORK DAYS FOR STAFF

Principal and Assistant Principal Regular Workday

Principals and Assistant Principals shall be in their building and/or pursuing their duties each official work day and shall remain as long after the teachers leave as their duties require. It shall also be understood that additional time may be required of Principals and Assistant Principals to ensure the orderly and efficient operation of their school.

Teacher Regular Workday

Teachers shall report for duty each morning before their assigned duties as required by School Board policy. Each teacher shall be on duty at least for the specified hours as assigned unless assigned duties, scheduled meetings, or extenuating circumstances require an earlier or later departure. While it is anticipated that the employee shall be at the school for the minimum time specified per day as set forth in the official calendar requiring teachers to report for duty, subject to calendar changes approved by the School Board, the employee shall be required to do so by the principal, superintendent, or School Board. Reduction in time requirements will be made at the discretion of the superintendent or School Board.

Office of Support Services

Professional employees of this office are to work seven (7) hours per day for the specified number of days as stated in the employee's contract. Positions included in this area are: Director of Support Services, Support Services Specialist, School Psychologist, School Diagnostician, Occupational Therapist, Attendance Officer, School Nurse, and School Social Worker.

School Administration Offices Personnel

Personnel assigned to the School Board Administration Offices are to work seven (7) hours per day for the specified number of days as stated in the employee's contract. Positions included in this area are: Superintendent of Schools, Assistant Superintendent for Instructional Services, Assistant Superintendent for Business Services, Director of Data & Assessment, Director of Technology and Learning, Instructional

Specialist, Instructional Specialist/Reading Coach, Instructional Specialist/Math Coach, Director of Finance and Budget and Human Resource Director.

Paraprofessional I, II, and III

Paraprofessionals are to work the same hours and days as the teachers of the schools to which they are assigned. (Six $\frac{3}{4}$ hours per day for 191 days)

Paraprofessional IV

Paraprofessional is assigned to the high school seven (7) hours per day for 220 or 240 work days or as established by employment contract.

Network Administrator/Technology Field Technician and Support Specialist Network Administrator, Technology Field Technician and Technology Support Specialist are assigned to the technical center, as his/her base, seven (7) hours per day for twelve months/240 days.

Instructional Technology Integration Specialist (Secondary and Elementary) Instructional Technology Integration Specialist is assigned to work the same hours and days as teachers (Six $\frac{3}{4}$ hours per day for 220 days).

Secretaries/Bookkeepers/School Administrative Office Personnel

Secretaries/Bookkeepers are assigned to their schools/offices seven (7) hours per day. Business Service personnel are assigned to the School Board Administration Offices seven (7) hours per day. Ten (10) month employees work 200 days, eleven (11) month employees work 220 days, and twelve (12) month employees are contracted for 240 days.

Maintenance Personnel

Maintenance personnel are contracted for eight (8) hours per day for 240 days.

School Bus Drivers Workday

School Bus Drivers shall observe directions issued by the Transportation Director for meeting schedules for regular school days, delayed opening and early closing of school days, and for training and in-service activity.

School Food Service Staff

Full-time Food Service employees are assigned to their schools seven (7) or eight (8) hours per day and are contracted for one hundred eighty six (186) days. Part-time Food Service employees are assigned to their schools between three (3) to six (6) hours per day. The Food Service Director shall publish the daily work schedule; assign duties, and any other work, training, or in-service activity.

WORKER'S COMPENSATION

Workers Compensation coverage is with Virginia Association of Counties Group Self Insurance Risk Pool or VACorp. The following procedure should be followed when an injury is reported by an employee:

1. After an employee receives initial medical attention, the employee, their supervisor or the supervisor's designee call Company Nurse to report the injury within 24 hours of the injury. Company Nurse can be reached at 1-888-770-0925.
2. The caller provides a search code of V146. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
3. If any prescriptions are required, the employee shall contact the Workmans Compensation designee for a prescription card.
4. The employee is not to use any other insurance coverage as this will only complicate the claims process or result in denial of payment.
5. If you receive any bills, please forward them to the Workmans Compensation designee immediately.

School Safety-Employees are the primary source for promoting safety and security, preventing, minimizing losses, and reporting unsafe practices and situations. Awareness is the key component for a successful safety program.

- Signs, warning posters, notices and safety guidelines should be obeyed.
- A stepstool or ladder must be used when looking for, retrieving, or returning any item(s) that are higher than the employee's outstretched arm length. Never use a chair, desk or unsanctioned non-climbing device to gain access to elevated areas.
- Walkways (defined as, but not limited to: halls, corridors, stairs, stairwells, doorways, sidewalks, passageways, etc.) must be clear. Storage of any kind is prohibited in these areas.
- Hand rails must be used when entering and exiting a school bus and at any other location where hand rails exist.
- Occupants of any vehicle being used for school division business will use the seat belts, if vehicle is so equipped.
- Electrical cords must be bundled together, removed from walkways, and fastened under desks.
- Proper attire (particularly footwear) must be worn for current conditions.

Failure to comply with the above stated safety policies can result in denial of workmans' compensation. Injuries, unsafe conditions and unsafe practices should be reported immediately to the administration. All incidents should be investigated and corrected as soon as possible.

EMERGENCY CLOSING PROCEDURES

Extreme weather conditions can cause emergency school closings. The decision to close schools or delay opening is based on reports from weather bureau officials, local and state police, and other authorities. As soon as the decision is made, staff will be notified via our Emergency Telephone Messaging Service. In addition, the local radio and television stations are notified of closings and delayed openings. Generally, stations will broadcast the announcement during the very early morning hours.

CLOSING CODES

Code 1 -School will close for students. All full-time personnel report to work at the regular time.

Code 2 -Schools will close for students and staff except Administrators, 12-month Secretaries, business offices, and 12-month teachers who shall report on time. Custodial and maintenance personnel call 524-3448 for instruction.

Code 3 -Schools will close for students and employees, except custodial and maintenance personnel who should call 524-3448 for instructions.

DELAYED OPENING

In the case of delayed openings, all staff should report on the late schedule except for certain administrative, custodial, maintenance, and clerical personnel who are needed to prepare the schools for opening. Those individuals include the Superintendent, Assistant Superintendent, school principals, assistant principals, custodians, cafeteria staff and clerical staff in the central office and schools who hold twelve-month notices of employment. These individuals should report to their posts on their normal schedule or as soon thereafter as conditions will permit.

Everyone should use common sense as to whether he/she can safely get to work. Personal leave time can be used if conditions are unsafe for travel. Employees should contact their immediate supervisor if a delay in arrival is anticipated.

(See [*Inclement Weather Practices*](#))

LEAVE CLASSIFICATIONS

All employees' leaves and absences shall be subject to the school division's policies and regulations. The superintendent shall provide for the interpretation and application of the school division's policies and regulations regarding leaves and absences.

ANNUAL LEAVE

Annual leave for vacation or other personal reasons for all twelve (12) month full-time salaried employees of the Colonial Heights School Board shall be earned according to the following schedule:

Continuous Years of Service in a 12 month position	Annual Leave Earned per Month
First 5 years	1 day
Over 5 years up to 10 years	1 ¼ days
Over 10 years	1 ½ days

Annual leave must be earned before it can be taken. Earnings and use of annual leave will be recorded for each employee on the last work day of each calendar month by a designated member of the superintendent's staff. Annual leave cannot be taken in less than ½ day increments.

Annual leave earned by an eligible employee may be accumulated to the following year if it is not used, but not beyond that year. All employees terminating employment will receive a lump sum payment for earned, accumulated, unused annual leave days up to a maximum of 15 days.

(See School Board Regulation [GCBD-R1](#))

LEAVE OF ABSENCE

Employees not eligible to apply for Family and Medical Leave must apply for a leave of absence from their position for a specific period of time. This includes any leave without pay due to exhaustion of employees earned leave.

Employees who have worked for the school division longer than 12 months and have worked at least 1250 hours and have exhausted Family and Medical Leave and exhausted accumulated leave and are in good standing with the school division may request up to one year of Leave Without Pay for a debilitating or life threatening illness or injury of the employee or employee's spouse, child, or parent.

(See School Board Policy [GCBEA](#))

MILITARY LEAVE

All employees of Colonial Heights School Board who are members of the state or federal military reserves are entitled to leaves of absence from their duties on all days during which they are engaged in federally funded military duty, including training duty, or when called forth by the Governor. Military leave will also be granted in cases of state and national emergencies. All employees on military leave will receive up to 15 days paid leave per federal fiscal year in accordance with law.

Application for military leave shall be made in advance, immediately upon receipt by the employee of official notice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave, which must be approved by the appropriate official and the

superintendent. When possible, military leave for employees on a less-than-twelve-month contract shall be arranged during non-duty periods.

(See School Board policy [GCBD](#), [GCBD-R1](#) and [GCBEB](#) for further details)

PART-TIME EMPLOYMENT LEAVE

Contracted part-time transportation employees and regularly scheduled part-time food service and transportation employees may earn sick leave at the rate of one-half day per month, for a total of five (5) days per contract year; sick leave may be accumulated from year to year. Contracted part-time transportation employees and regularly scheduled part-time food service and transportation employees may earn two (2) personal business days per contract year. This personal leave shall be cumulative to three (3) days. However, unused personal leave in excess of three (3) days will be transferred to unused sick leave at the beginning of the next contract year.

The Superintendent also has the authority to grant sick and personal leave (on a pro-rata basis) to Part-time VRS classified professional employees that are contracted for an approved permanent position. This earned sick leave will be granted for the current school year only and will not accrue or be paid if unused. This provision does not apply to substitute or seasonal employment.

Sick Leave Payout Calculation:

Unused sick leave earned with Colonial Heights Public Schools will be paid to part-time contracted transportation and regularly scheduled part time food service and transportation employees upon **retirement** from the Colonial Heights Public School. Payment will be computed as follows:

- 0 - 150 days - \$25/day
- 151 - 350 days - \$30/day

In order for eligible employees to be eligible for sick leave payout, they must retire from Colonial Heights Public Schools with 10 years of service and reached age 55, or with 5 years of service and reached age 65 or approved for disability retirement benefits from Social Security.

(See School Board Policy and Regulation [GCBA-R2](#))

PERSONAL LEAVE FULL-TIME EMPLOYMENT

A maximum of three (3) days per contract year for personal leave will be earned on the first day of the contract year. One day of personal leave may be taken in minimum increments of one hour, provided no substitute is needed and is approved by supervisor. Other days may be taken in one-half day increments. Personal leave shall be limited to five (5) days in any given contract year. However, unused personal leave in excess of the five days balance will be transferred to accumulated sick leave on the first day of the contract term for returning employees.

Leave on in-service days or immediately before or after a holiday or vacation may be requested, for reason, from the Superintendent of schools after approval of the employee's immediate supervisor.

(See School Board Regulation [GCBD-R1](#))

SICK LEAVE FULL-TIME EMPLOYMENT

Provisions of the sick leave plan shall be as follows:

Employee Type	Earned per Contract Term	Maximum Days Accumulate
10 Month Legacy Employee*	Maximum of 10 days	Accumulate Without Limit
11 Month Legacy Employee*	Maximum of 11 days	Accumulate Without Limit
12 Month Legacy Employee*	Maximum of 12 days	Accumulate Without Limit
10 Month Hybrid Employee**	Maximum of 10 days	90 Days
11 Month Hybrid Employee**	Maximum of 11 days	90 Days
12 Month Hybrid Employee**	Maximum of 12 days	90 Days

*Legacy Employee is an individual who qualifies under the VRS Plan 1 or Plan 2 Retirement Plan

**Hybrid Employee is an individual who qualifies under the VRS Hybrid Retirement Plan

1. After 100 days of sick leave has been accumulated (Legacy Employees) as of June 30th of each year, leave will accrue at the rate of one and one-half days per month for the next contract term.
2. Employees who do not begin work at the start of the school year and those who do not complete the full year shall earn sick leave at the rate of one per month or major fraction thereof.
3. Employees shall anticipate sick leave earnings for the current contract year. Should the recipient of advanced sick leave terminate employment prior to earning the amount of sick leave used, the advanced days will be deducted from their salary.
4. An employee cannot claim any portion of earned leave unless he/she has actually reported for duty in accordance with the terms of his contract. However, if an employee is unable, because of accident or illness, to begin work, the employee may use accumulated leave as of June 30 of the immediately preceding school year.
5. Such leave may be taken in hourly, one-half day or full day increments. Hourly increments are accumulated and reported in one-half day or full-day increments. If a substitute employee is required due to the absence, sick leave must be taken in one-half or full-day increments. Sick leave may not be transferred or donated to another employee.
6. The school system shall have the authority to require reasonable proof of illness when it deems necessary. A doctor's certificate may be required for absences exceeding two (2) consecutive days or if a pattern of frequent and possibly abusive use of sick leave has developed by an employee.
7. Sick leave shall be allowed for personal illness, including quarantine, injury, pregnancy, temporary physical or mental incapacity, or illness or death in the immediate family requiring the attendance of the employee for not more than five (5) days in any one case. Accumulated sick leave may be accessed to care for an employee's spouse, parent, or child with a catastrophic or life threatening health condition qualifying under the Family Medical Leave Act. In the case of maternity, accumulated leave may be accessed for a period of up to 12 weeks to run concurrently with the VACORP Hybrid Disability Plan when applicable.
8. The School Board accepts the transfer of accumulated sick leave for professional, instructional, administrative and supervisory positions. The sick leave transfer will be limited to 90 days for VRS Hybrid employees.
9. Unused sick leave will be paid to employees upon retirement from the School System. The maximum payout is \$10,000. To be eligible, an employee must have completed a minimum of five (5) years uninterrupted service including the year of retirement in a sick leave earning position. Payment will be computed as follows:

0 - 150 days	\$25/day
151 - 350 days	\$30/day
More than 350 days	\$35/day

(See School Board Regulation [GCBD-R1](#))

CAROL MUNSCH MEMORIAL SICK LEAVE BANK

The Colonial Heights School System offers to its employees a Sick Leave Bank which will provide income for those school employees who have become temporarily incapacitated by an extended, catastrophic medical problem, but are not eligible for Worker's Compensation or retirement benefits. Incapacitated is defined as unable to carry out duties of the present position. The Sick Leave Bank may only be used for the employee's own personal illness. Only full time VRS Legacy employees are eligible to participate.

In order to be eligible to participate in the Sick Leave Bank, an individual must be a full-time employee of the Colonial Heights School System, have completed one (1) full year of employment and have an earned sick leave balance of at least 10 days as of September 1. Employees meeting the specified requirements will be eligible to join the Bank on October 1 of each year.

Participation in the Sick Leave Bank is voluntary. Participation does not guarantee approval of a request to withdraw from the Bank. In order to participate in the Bank, each Legacy employee will be required to contribute one (1) day of accumulated sick leave to the Bank upon entry. Sick leave contributions to the Bank are irrevocable and cannot be returned if the employee cancels his participation in the plan.

Each October 1, participating employees may be required to contribute one (1) day. The Assistant Superintendent for Business Services will determine the need for future contributions. He is empowered to suspend the contribution requirements of current participants when Bank days exceed two hundred percent (200%) of the number of participating employees. He is empowered to require a special assessment of one (1) day from each participating employee if the Bank balance falls below fifty percent (50%) of the number of participating employees.

(See School Board Regulation [GCBD-R2](#) for eligibility of benefits.)

COBRA

A federal law enacted in 1986, the Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most employers sponsoring group health plans to offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you of the rights and obligations under the continuation coverage provisions of the law.

Qualifying Event	Qualified Beneficiaries	Maximum Period of Continuation Coverage
Termination (for reasons other than gross conduct)	Employee Spouse Dependent Child	18 Months
Reduction in hours of Employment	Employee Spouse Dependent Child	18 Months
Employee Enrollment in Medicare	Spouse Dependent Child	36 Months
Divorce or Legal Separation	Spouse Dependent Child	36 Months
Death of Employee	Spouse Dependent Child	36 Months
Loss of "dependent child" status	Dependent Child	36 Months

Under law, the employee or a family member has the responsibility to inform the Payroll and/or Personnel Specialist of a divorce, legal separation, or a child losing dependent status under our health insurance within 60 days of the qualifying event. You will in turn be notified that you have the right to choose continuation coverage and you have at least 60 days from the date to elect continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end. If you choose continuation coverage, the Colonial Heights School System is required to give you the coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similar employees or family members. COBRA continuation coverage is a temporary continuation of coverage.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18 month period continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and the disability continues during the rest of the 18-month period of continuation coverage, if you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. You must make sure the Colonial Heights Public Schools system is notified of the Social Security Administration's determination within 60 days of the date of determination and before the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event.

The Uniformed Services Employment and Reemployment Act (USERRA), the federal military leave law, has its own insurance continuation provisions for employees who are absent from work due to military leave. The USERRA extends the insurance continuation period for employees on military leave from 18 months to 24 months.

The law also provides that your continuation coverage may be cut short for any of the following four reasons:

1. Colonial Heights Public Schools no longer provides group health coverage to any of its employees;
2. The premium for your continuation coverage is not paid on time;
3. You and/or dependents become covered under another group health plan; or
4. You and/or dependents become eligible for Medicare.

Generally, each qualifying beneficiary may be required to pay the entire cost of continuation coverage. The amount a qualified beneficiary may be required to pay may not exceed 102 percent of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly

situated plan continuation coverage due to a disability, 150 percent). The first payment for continuation coverage must be made within 45 days after the date of your election to accept continuation coverage.

FAMILY AND MEDICAL LEAVE

Eligible Employees: To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Colonial Heights school division and have worked at least 1250 hours according to the Fair Labor Standards Act U.S.C. § 201 et seq., in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250 hour test.

Except as hereinafter provided, any eligible employee is entitled to a total of twelve (12 weeks) (60 days) of unpaid leave during a rolling 12-month period measured backward from the date an employee uses an FMLA leave for one or more of the following:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for an employee's spouse, son, daughter, or parent, who has a serious health condition;
or
- For a serious health condition that makes the employee unable to perform the employee's job;
and
- Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

(See School Board Policy [GCBE](#) for further details)

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 · Revised February 2013

TECHNOLOGY AND THE COMPUTER SYSTEM

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet, and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy. The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The guidelines include:

- 1) A prohibition against use by division employees and students of the division's computer equipment and electronic communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- 2) Provisions, including the selection and operation of a technology protection measure for the division's computers to filter or block harmful or inappropriate Internet content through such computers, that seek to prevent access to
 - a) Child pornography as set Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b) Obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c) Material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- 3) Provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- 4) Provisions establishing that all usage of the computer system may be monitored;
- 5) Provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response;
- 6) Provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- 7) Provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;

- 8) Provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- 9) A component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum. Users of the division's computer system have no expectation of privacy for use of the division's resources and electronic devices including non-division owned devices while connected to division networks or computer resources. Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

(File [GAB/IIBEA](#))

TECHNOLOGY USE GUIDELINES

All use of the Colonial Heights School Division's computers system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, display devices, printers, CD, DVD or other media devices, tape or flash drives, storage devices, servers, the Internet, and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use – Terms and Conditions:

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purpose of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division's computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- Using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state or local law.
- Sending, receiving, viewing or downloading illegal material via the computer system.
- Using any Internet proxy or other unauthorized method to circumvent the Internet content filtering system.
- Unauthorized downloading of software.
- Using the computer system for private financial or commercial purposes.
- Wastefully using resources, such as file space.

- Gaining unauthorized access to resources or entities.
- Failing to follow school division regulations related to the security of the computer system, and user accounts and passwords.
- Failing to safeguard confidential data that one has access to through the computer system, or allowing unauthorized persons to access confidential data, or data they are not permitted to access.
- Posting material created by another without his or her consent.
- Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- Taking apart the computer system without authorization to do so.
- Making unauthorized changes to the computer system.
- Using unauthorized computing or electronic devices on school property.
- Installing unauthorized software applications or programs on the computer system.
- Intimidating, harassing, bullying, or coercing others.
- Threatening illegal or immoral acts

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane lascivious, threatening or disrespectful language is prohibited.
- Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. Users shall follow school division regulations related to computer system accounts and passwords. Users will not access, or attempt to access any computer system or data that they are not authorized to access. Users will safeguard confidential data, to ensure that it does not fall into the wrong hands. Users will not connect a personally owned (non-Colonial Heights Schools) computer or other electronic device to our network without authorization.

7. Vandalism. Intentional destruction or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. Electronic Correspondence. Any CHPS employee who communicates through electronic media with one or more current CHPS students for educational purposes or as a CHPS employee shall not include in his communication any language or symbols of a religious, political, social, or other nature that are improper to use in a non-electronic forum. This includes the avoidance of inappropriate or illegal postscripts and footnotes at the end of electronic communications.

11. Enforcement. Software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

(File [GAB-R/IIBEA-R](#))

APPENDIX: DISTRIBUTION OF REQUIRED POLICIES

GBEA -UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE OR ALCOHOL

The Colonial Heights City School Board is committed to maintaining a drug and alcohol- free workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance or alcohol on school property, at any school activity, or on any school- sponsored trip. It is a condition of employment that each employee of the Colonial Heights School Board will not engage in such prohibited conduct and will notify the Colonial Heights School Board of any criminal drug or alcohol conviction for a violation occurring on school property, at any school activity, or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug or alcohol activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination. In addition, if the discipline imposed is other than termination, the employee shall also satisfactorily participate in a drug abuse assistance or rehabilitation program.

Reasonable Suspicion

Employees shall submit to drug and alcohol testing when, in the opinion of the employee's supervisor, there is a reasonable suspicion that the employee is using, is under the influence of, or has present in his or her body, illegal drugs or alcohol. Reasonable suspicion is a suspicion based on objective facts that an employee is using, or under the influence of, alcohol or illegal drugs.

By way of example, and without limitation, any of the following conditions or circumstances, alone or in combination, may create reasonable suspicion: unexplained ability to perform normal job functions; slurred speech; the smell of alcohol or drugs on the breath or body; any unusual lack of physical coordination or loss of equilibrium; unexplained hyperactivity, depression, or withdrawal; unexplained inability to think or reason at normal levels; bizarre behavior or thinking; unexplained change in affect or mood; unexplained shortness of temper; violent or unexplained response to daily problems; involvement in an avoidable accident that caused, or had the potential to cause, personal injury or property damage; or information that an employee is using alcohol or illegal drugs in violation of school board policy, when obtained from a reliable person with personal knowledge of facts that support the allegation. Employees refusing to submit to alcohol or drug testing in such cases shall be subject to disciplinary action, including termination of employment.

Any employee that has reasonable suspicion to believe that another employee is in violation of this policy shall report this immediately to his supervisor. Upon receiving the report of an alleged violation of this policy, supervisors and administrators are to report the allegation to the Superintendent or his designee.

Legitimate Use of Drugs

Any employee who conclusively establishes by competent medical evidence that a positive drug test result was caused by the presence of a prescription drug which the employee was taking in accordance with a valid prescription, or as the result of the use of a non- prescription drug which the employee was taking properly for a bona fide medical purpose, shall not be deemed to have violated this policy because of failing a test for that drug.

If the use of prescription drugs adversely affects an employee's job performance or is detrimental to the public trust or safety of other employees or students, the employee shall be placed on leave during the period that the employee's performance is affected by the substance.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal from employment of any employee found to have engaged in prohibited conduct listed above. Any such personnel action other than dismissal shall include the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Colonial Heights School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.

GBEA-R - NOTICE TO EMPLOYEES – DRUG FREE WORKPLACE REGULATION

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Colonial Heights City School Board is committed to maintaining a Drug Free workplace.

A. Definitions as used in this regulation:

"Controlled Substance" means any narcotic drug, hallucinogenic drug, amphetamines, barbiturates, marijuana, anabolic steroids or any other controlled substance as defined in the "Drug Control Act", Chapter 34 of Title 54.1 of the Code of Virginia and as defined in Schedules I through V of 21 U.S.C. § 812, or drug paraphernalia as defined in Va. Code § 18.2-265.1.

"Conviction" means a finding of guilt by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"School Property" means any site for the performance of school related work by the employee. That includes any school building and all school premises, any school- owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and any other place which is the location of any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school division.

B. Alcohol and Drugs on School Property or Any School Workplace

The illegal use, possession of, or usage of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana or other controlled substance by any School Board employee on School Board property or any school workplace is prohibited. The violation of this regulation shall result in suspension or termination of employment.

C. Alcohol and Drugs off School Board Property

The use of alcohol, narcotics, hallucinogens, depressants, stimulants, and marijuana or other controlled substance off School Board property which affects an employee's ability to perform his or her duties, or which generates publicity or circumstances which adversely affect the school division or its employees, shall result in discipline, including possible suspension or termination.

D. Drug-Free Employee Assistance and Awareness

The School Board recognizes that alcohol and drug dependencies are illnesses and major community health problems. Early recognition and treatment of alcohol and drug abuse are essential to successful rehabilitation. Employees voluntarily seeking assistance for a substance abuse problem through a medical source will not be disciplined as a result of their disclosure of prior drug or alcohol use provided that he successfully adheres to requirements of and completes the treatment program and does not thereafter violates this regulation. The request for treatment and the treatment program will be handled in confidence. The superintendent or his designee shall establish a continuing program of required in-service instruction on the nature of drugs and their proper use and on the effects of drug use on the mental, physical, social, economic and legal status of the individual employee.

E. Notification of Convictions

Any employee who is convicted of any drug-related criminal offense shall notify the Superintendent, or the Superintendent's designee, within five calendar days of the conviction. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the school division may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

F. Special Requirement

Employees are required to sign a form acknowledging that the employee is aware of the regulation and its requirements (GBEA-F). The forms will be maintained in the human resource office.

GAA: STAFF TIME SCHEDULES

Work Schedules

The workday for full-time licensed and professional staff is a minimum of *six hours and forty-five minutes* and continues until professional responsibilities to the student and school division are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided. Work schedules for other employees are defined by the superintendent or superintendent's designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments.

The Fair Labor Standards Act applies to all employees not determined to be professional, managerial or executive by definition outlined within the statute. Employee groups not covered by the FLSA are referred to as “exempt” employees, meaning they are exempt from the statute requirements. Some employee groups are identified as “exempt” by name in the statute. For example, teachers are specifically identified as an employee group not covered by FLSA. Other professional, managerial and executive level positions are identified by comparing aspects of their work to the “test” outlined in the FLSA regulations.

For the most part, exempt employees are teachers and administrators, social workers, psychologists, speech therapists and other professional personnel and are exempt from the law.

All employees not meeting the criteria for exemption are covered by the Fair Labor Standards Act and are referred to as “non-exempt” employees. In a school division the non- exempt employees include clerical personnel, instructional assistants, school bus drivers, trades, custodial, food service employees, as well as other non-supervisory support personnel, such as certain finance positions and computer technician positions.

Workweek Defined

For purposes of compliance with the Fair Labor Standards Act, the workweek for employees of Colonial Heights School Board is 12:00 a.m. Saturday until 11:59 p.m. Friday. The FLSA requires that all non-exempt employees keep a time sheet. The time sheet is a log of hours actually worked each day during a 7-day week. Many school employees are not normally scheduled for a full 40 hours per week; nonetheless, a single time sheet must be kept by each non-exempt employee showing all hours worked at all assignments. Time worked beyond the normal hours per week is compensated at the regular rate of pay for the hours worked up to 40 or more may be given as compensatory leave at straight time. Beyond 40 hours worked, the employee is eligible for compensatory leave or overtime pay at time and one-half.

Copies of the time sheets must be kept in a file at the work site and are subject to inspection by the Wage and Hour Division of the Department of Labor. It is important to remember that the law requires payment at 1½ rate only when the hours worked exceeds 40. If the employee uses paid leave time (sick, annual, compensatory or personal) during the workweek, those hours do not count toward 40. Accurate and complete time sheets of actual hours worked during the work week must be signed by each employee and their principal and/or immediate supervisor and submitted to the payroll specialist

For example: A maintenance worker takes two days of paid sick leave on Tuesday and Wednesday of the workweek. Because the project cannot be finished within the normal week, the workers are called in to work on Saturday for six hours. The worker will be paid at the normal hourly rate for the work performed on Saturday (or earn hour-for-hour overtime leave). The other workers, who did not use any paid leave time during the regular week are entitled to either 1½ times the regular rate of pay (or earn an hour-and-a-half for each hour worked) on Saturday.

Overtime and Compensatory Time

Working hours for all employees not classified as exempt under the Fair Labor Standards Act conform to federal and state regulations. Compliance with the Fair Labor Standards Act requires (although an employer may pay employees using methods other than an hourly wage – such as payment by the day or mile for a bus driver) that an hourly rate must be computed to ensure compliance with the statute. Most school employees are paid an annual salary; nonetheless, an hourly rate must be established for all non-exempt employees

The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than their contracted hours each week. For budgetary reasons, the Colonial Heights School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work over their contracted hours without the express approval of the employee's supervisor. All overtime work must be either approved in the department's annual budget or expressly approved in writing by the superintendent or superintendent's designee (GCBD-R5-E1). Principals and supervisors monitor employees work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than contracted hours. The Director of Finance reviews appropriate budget lines to monitor overtime and part-time compensation.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of one hour for each hour of overtime worked over and above their normal workweek and one and one half (1.5) hours for each hour of overtime worked over 40 hours in a workweek, if such compensatory time. See GCBD-R5 and GCBD-R5-E2.

- 1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- 2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 75 compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee will be paid for any unused compensatory time at the rate of not less than the higher of

- 1) the average regular rate received by the employee during the employee's last three years of employment, or
- 2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees are provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

**COLONIAL HEIGHTS SCHOOLS
EMPLOYEE HANDBOOK
2019-2020**

I hereby acknowledge receipt and have read an electronic copy of the 2019-2020 Colonial Heights Schools Employee Handbook. I understand that the policies and procedures set forth in the handbook are for informational purposes only and that the employer, in its sole discretion, may deviate from those provisions without warning whenever the employer deems such deviation to be appropriate. I acknowledge my responsibility to faithfully follow the policies and procedures of the Colonial Heights Public School System in all respects.

As a condition of my employment with Colonial Heights Public Schools, I certify the following:

1. I am aware of the school division's policy and regulation pertaining to an alcohol and drug-free workplace. I understand that I may be dismissed for any violation of this regulation, even if it is a first offense.
2. I agree to notify the Superintendent or designee if I am convicted by a federal, state, or local court of an illegal drug-related offense. I will inform the Superintendent or designee within five days of the date of such conviction. I understand that I may be dismissed for any such conviction.

Employee Signature _____

Employee Name _____

(Please Print)

Date _____

Please return this signed sheet to your building administrator.